

10 August 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Annual Management Improvement Report

1. The major accomplishments of the Office of the Comptroller during Fiscal Year 1954 and the major objectives for Fiscal Year 1955 have been listed on five separate TABS, attached, as follows:

TAB I - Programming, Budgeting, and Reporting Methods

TAB II - Financial Management and Controls

TAB III - Procedural Methods and Techniques

TAB IV - Utilization of Machine Records Facilities

TAB V - Assignment, Training, and Utilization of Personnel

2. Your memorandum of 25 June 1954 asked for a report on "major management problems which are beyond your authority to solve" as well as a report on objectives and accomplishments. While some of the objectives listed in the attached TABS pertain to major management problems which cannot be solved without the full cooperation of other components of the Agency, we feel confident of receiving such cooperation and have therefore not listed any major management problems as being beyond our authority to solve.

3. Please advise if you should require any further information in connection with this report.

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~~SECRET~~
for E. R. SAUNDERS
Comptroller

Attachments - TABS I thru V

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